

**City of Burlington Housing Authority
Riverview Manor
October 2, 2008**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, October 2, 2008 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Kelly Iselin and Resident Manager, Dorothy Henning. Board member, Charles Stublely was excused. Also present was Mayor Bob Miller and City Administrator Kevin Lahner.

MINUTES: From the September 10th. meeting was dispersed to the members and a motion was made by Iselin to approve the minutes as read, seconded by Stoehr and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of September 30, 2008

First Banking Center	\$ 80,025.29
M&I Bank	<u>\$ 26,575.79</u>
TOTAL	\$ 106,601.08

OCCUPANCY REPORT:

Manager Henning reported all units are occupied and 12 on the waiting list.

BUILDING AND MAINTENANCE:

- The board members discussed the need for a roof assessment on Phase I before letting bids out for replacement. Tom Vos, Vos Home Improvements will provide an assessment of the entire building prior to the bid letting.
- The crack in the new concrete walk entrance of Phase II has been repaired by the sidewalk contractor, Kresken and the lawn area repair by the new sidewalks has been completed by Koch Kuts.

COMMUNICATIONS:

- It was recommended that future agendas for the monthly board meeting be e-mailed to board members prior to the meeting.
- The dedication of the Ruth Lenz memorial is scheduled for October 25th. at 1:00 P.M. with Mayor Miller speaking at the dedication.

NEW BUSINESS:

- **Motion by Heck, seconded by Stoehr and carried unanimously to send Chairman Lapp and Manager Henning to the WI-CAHR conference in Wisconsin Dells on November 6th and 7th. Due to Lapp and Henning being gone, the regular monthly meeting for November will be changed to November 13th.**

UNFINISHED BUSINESS:

- **By-laws approval and annual meeting including election of officers.**

ADJOURNMENT:

There being no further business, motion was made by Heck, seconded by Stoehr to adjourn and carried unanimously. Meeting adjourned 7:35 P.M.



Ralph Heck, Secretary